



Application Information

This checklist contains useful information for completing your WCATY Growing Early Minds Saturday Program application. You will find below a timeline regarding all important due dates, an application checklist for both new and returning students, and a guide to frequently asked questions which we hope will alleviate any concerns. However, if any of your inquiries are not fulfilled, feel free to contact wcaty@education.wisc.edu.

Program Timeline

October 3: Applications open

January 20: Financial aid applications due (including all supporting documents)

January 20: GEM application due (including all supporting documents)

February 1: Tuition payment due

February 1: Health Form due

February 4: First Saturday

Applying to the GEM Program...

...As a New Student (Applicants who have not already completed a WCATY program):

- Completed application form (online applications are preferred)
- \$30 application fee
- New Student Recommendation Form
- ONE option from below: (to be posted in the Grade Report section of the online application)

Option 1:

- Copy of current year or semester grade report

Option 2:

- Copy of most recent standardized test scores (WKCE, CogAT, STAR, etc)

Option 3:

- Copy of best work in a field of study similar in nature to the selected WCATY course. This could be a project, student writing, etc.

...As a returning Student (Applicants who have successfully completed a WCATY program):

- Completed application form (online applications are preferred)
- \$30 application fee
- Most recent grade report or current grades in school

Important Notes if Applying for an AM and PM GEM Session:

- You only need to pay the application fee one time.
- You only need to submit the supporting documents once.

After Being Admitted to GEM...

...All students must submit these documents:

- Health Form (Submit online)
- Student Rules Contract (Review ahead of time and bring to first Saturday)

Program Tuition Information

All applications must be accompanied by the non-refundable \$30 application fee before they can be processed. Financial aid is not available for application fees. The tuition is due on February 1st, 2017.

Program tuition payments can be made in the following ways:

1. Pay online using a VISA or Mastercard in the registration unit
2. Pay over the phone (608-890-3260) using a VISA or Mastercard
3. Send in a check to the WCATY office made out to "UW- Madison"

WCATY
Teacher Education, Suite 264
225 N. Mills St.
Madison, WI 53706

5 - Month Payment Plan

If applicants wish to choose a 5-month payment plan, they must contact the WCATY office by the application deadline to arrange the details. Please note that applicants choosing the 5-month payment plan will be charged an additional \$20 finance fee.

Financial Aid

There is a specific GEM Financial Aid form that needs to be filled out completely and turned into the WCATY office by January 20th to be considered for financial assistance.

Everyone applying for financial assistance needs to fill out "Section 1" of the GEM form.

- A. If your family is not eligible for Free or Reduced Lunch, you will need to provide an **additional cover letter** describing any family circumstances WCATY needs to take into account regarding financial hardship.
- B. If your family is eligible for Free or Reduced Lunch with the school, "Section 2" needs to be filled out and signed by a school official.

All financial aid materials are due to the WCATY office by **January 20th, 2017**. They can either be mailed or faxed to the address or number on this form. Any questions concerning the financial aid application process can be directed to Marissa Greuel at 608-890-3260.

Available funds for financial aid vary from year to year and past aid awards may not be an indication of current available support.

Each financial aid recipient will be required to write a thank-you letter to his/her sponsors and to provide WCATY with copies of the letters as a condition of final approval. Failure to submit the thank-you letter will result in automatic denial of all future financial aid requests. All materials for the thank-you letters will be provided by WCATY.

Frequently Asked Questions

General Application Process

Q: How should I submit my supporting documents?

A: The online application gives you the option to upload the documents directly into the application unit. You can upload any of the options under the “Grade Report.” If uploading the documents is not an option for you, you may choose to either submit the documents via email (wcaty@education.wisc.edu) or by mail (address above).

Q: How do I check my progress?

A: Upon acceptance, the applicant will receive a letter in the mail. However, the application unit will additionally be a useful way to check the progress of the student’s application progress. There are three steps to the application unit that are useful after turning in the initial application:

1. To see what supporting documents WCATY has received. Next to each required document, you will see “On File” if it is in the system. You have the option to upload the documents. If you send in your documents via email or mail, a WCATY staff member will put them in the system.
2. To check if the application has been approved and whether the student has then been enrolled.
3. To pay tuition. Note that only the total can be paid online. Any initial half payments can be sent by check or made over the phone. Contact details are in the payment section of this document.

Application Options:

1) Grade Report Option

Q: Does the grade report have to be in a specific format?

A: WCATY understands that grade report and assessment formats vary across the board; thus, whatever format the school district gives will be accepted.

Q: Which grade report should we send in?

A: Whatever is the most recent report available. Be it semester or quarter, it is best to turn in one now than to wait to receive another one in several weeks’ time. If a new grade report comes in before WCATY has updated the status of the student’s application, feel free to delete the old report and upload a new report into the application unit.

Q: Does the school have to submit the grade report?

A: No. You can turn in the grade report yourself by uploading the grade report into the application unit. You may also submit it to WCATY by faxing or scanning and emailing to the WCATY with the contact details at the bottom of the page.

2) Test Scores Option

Q: What test scores are WCATY looking for?

A: There are no specific test scores that WCATY requires. It need only be the standardized test that your school district is practicing (WKCE, CogAT, STAR, etc).

3) Best Work Sample Option

Q: Does it have to be on a specific topic?

A: No. The work sample can be about anything. It need not be a personal statement as to why the applicant wants to attend the GEM program. The sample should reflect the strongest writing the applicant has done in the past year or the strongest creative or critical thinking.

Q: Can it be a piece from school?

A: Absolutely. As long as the applicant believes it to reflect some of their strongest work. It should be a work sample submitted within the past year of school.

Q: How is the work sample evaluated?

A: The work sample is used as an additional way to assess the applicant's ability to write, design or build.

4) Letter of Recommendation (Required ONLY for NEW WCATY applications)

Q: Do teachers have to send them directly to WCATY?

A: WCATY would like the teachers to send the New Student Recommendation Form directly to the WCATY office. This can be done by fax, mail, or email.

WCATY Fax: 608-265-4309

WCATY Email: wcaty@education.wisc.edu

WCATY Address:

WCATY
Teacher Education, Suite 264
225 N. Mills St.
Madison, WI 53706

Health Form

Q: Do I have to submit the health form now?

A: No. The health form is only required once a student is admitted. However, if you wish to supply the information now, it will in no way affect WCATY's acceptance decision-making process. The health form is due by February 1st, 2017.

Q: Do I submit the health form by paper or online?

A: The ability to submit the health form online is a new feature. A paper form is available upon request; however, we prefer to have the form submitted online.

Q: What do I do if health changes occur after submitting the form?

A: This is not a problem. You can simply go onto the online application, make the changes to the form, and resubmit.